



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMBV-PAI

27 March 2015

MEMORANDUM FOR US Army Fort Belvoir Garrison Civilian Employees

SUBJECT: Fort Belvoir Policy Memorandum #46 Telework Program

1. REFERENCE: IMCOM Regulation 690-610 (Civilian Personnel Work Schedules) 15 May 2014.
2. PURPOSE: To provide guidance and procedures to implement a Fort Belvoir Garrison Telework Program in accordance with the referenced regulation.
3. APPLICABILITY: This policy applies to all Fort Belvoir garrison civilian employees. Implementation of the telework program is at the discretion of the supervisor or director; employee participation in the telework program is not an entitlement. This policy supersedes Fort Belvoir Policy Memorandum #46, 1 August 2014.
4. POLICY: Supervisors and employees will adhere to all applicable rules, regulations, and guidelines for personnel management and telework. Additional information is provided at the US Office of Personnel Management website: www.opm.gov.
 - a. The Garrison Commander is the Designated Approving Authority for all telework arrangements. Employees who occupy positions identified as eligible for telework may submit a request for approval to telework to their supervisor or director. Directors will submit required forms and written justification in support of the request to the Garrison Commander for final approval.
 - b. Telework is a management tool with voluntary employee participation. Approval to telework does not change employment terms or conditions. Participation in the program may be terminated if an employee's performance does not meet the prescribed standard. The supervisor has the prerogative to require telework employees to report to their traditional worksite on scheduled telework days, based on operational requirements.
 - c. Telework can be used on a regular, recurring, situational, or ad hoc basis to provide the maximum flexibility in determining the telework arrangement that best fits the employee's situation and meets the needs of the organization. The director and the employee must identify and review all essential job functions that are fundamental to performing a specific job. An employer does not have to remove any essential job duties to permit an employee to work from home. The supervisor's ability to adequately supervise the employee from home must also be considered.

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d. Employees who are scheduled to perform telework on a day when government offices are closed during adverse or inclement weather conditions must telework the entire workday or request leave, or a combination of both.

e. Supervisors and telework participants must participate in telework training prior to beginning telework. The OPM training for employees and managers (Telework 101) presently on telework.gov meets the telework training requirement. The training is at: http://www.telework.gov/tools_and_resources/training/index.aspx.

f. Every telework participant must have a completed DD Form 2946, located at: <http://www.dtic.mil/whs/directives/forms/eforms/dd2946.pdf>, on the Army Publishing Directorate website, regardless of whether telework is regular and recurring or situational/ad hoc.

g. Timekeepers will annotate the appropriate telework code on time and attendance using the codes below. In the Automated Time and Attendance Payroll System (ATAAPS), these are added and recorded as a reason code associated to the hours worked. Regular hours are recorded as normal and the telework reason codes are associated as applicable using the NtDiff/Haz/Oth function.

- (1) TW — Telework Regular (and Recurring)
- (2) TS — Telework Situational (ad-hoc non-medical)
- (3) TM — Telework Medical (ad-hoc medical)

5. PROPONENT. The proponent for this policy is the Plans, Analysis, and Integration Office at (703) 805-1265.


MICHELLE D. MITCHELL
Colonel, AG
Commanding